

Appendix N: Readmission Steps

A former student requesting readmission into the nursing program must be eligible per the *Readmission Policy* of the catalog in place for the semester they apply to. If the former student is eligible to apply, the following must be completed in the timeframe given.

The following requirements are due 60 days prior to the semester start date:

1. Complete and submit the [readmission request form](#). Only submissions via the form will be accepted.
2. Clear account balance and/or verify there is no account balance with the Bursar's office.

The following requirements are due 45 days prior to the semester start date:

1. Register for a Castlebranch Order that corresponds with the semester of application (provided by the Admissions office) and includes all items indicated:
 - a. New Background Check
 - b. New Drug Test: - Must be done by the school indicated provider and school provided code.
 - c. Complete and update the new Medical Manager with all compliance items.
2. Complete current FAFSA and any supporting documents as required by Financial Aid officials including SAP appeal if applicable.
3. Pay the Readmission Fee of \$350
4. Attend Orientation as assigned
5. Complete required testing
 - a. The student must score the required benchmark, 78% on the assessments to be granted consideration for progression in the nursing sequence.
 - b. If any of the following courses were taken more than one semester prior to the semester applying for, students must test and meet the required benchmark levels for the course(s) as noted below. If the student does not meet the required benchmarks, those classes will be added to their plan of study.
 - i. Nursing Fundamentals
 - ii. Adult I
 - iii. Maternity/Pediatrics
 - iv. Mental Health
 - v. Adult II
 - c. Courses with a lab component: If the student meets the assessment benchmark they will be required to complete lab skills review. A student unable to perform required skills must take the prior course sequence or will be denied readmission.
6. Sign a new Financial Estimate

Only readmission requests with all the above completed requirements by the due date (45 days prior to the semester) will be considered for review. Any incomplete documents will automatically deny the readmission request.

The following process will be followed for readmission reviews:

- The Admissions Office will schedule the student with the Readmission Committee or designee.
- The student will be notified of the decision in writing within 5 business days of the committee meeting. The decision is final. When the readmission is granted or denied this constitutes the final opportunity for readmission.
- If a student is granted readmission, the student is subject to the student handbook in place in the semester of enrollment of the first class of readmission and complete the following prior to the semester start
 - Sign a new enrollment agreement
 - Attend the assigned technology orientation
- If a student is readmitted they will be placed on Academic Probation and must meet a 2.0 GPA in the semester of readmission. If the GPA is not met, the student will be academically terminated.
- Readmitted students will be required to complete coursework as required.
- An Individualized Learning Program (ILP) will be created and must be followed, including Focused Learning Seminar.

Readmission into ATS Institute of Technology is not guaranteed. A student with previously failed nursing course(s), history of code of conduct, incomplete and/or unsuccessful documentation and meetings, may be denied readmission. Additionally, approved readmission will be dependent on space available to accommodate additional students. If the number of accepted readmits exceeds available space, the decision will be based on the student's GPA, academic history of coursework, history of code of conduct at ATS Institute of Technology and applicants may be deferred to a subsequent semester.